

memoQ 2015

Getting Started
for Translators



أساسيات برنامج MemoQ 2015

إعداد المترجم: محمد شلبي

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Basics of MemoQ 2015

By: Muhammad Shalabi

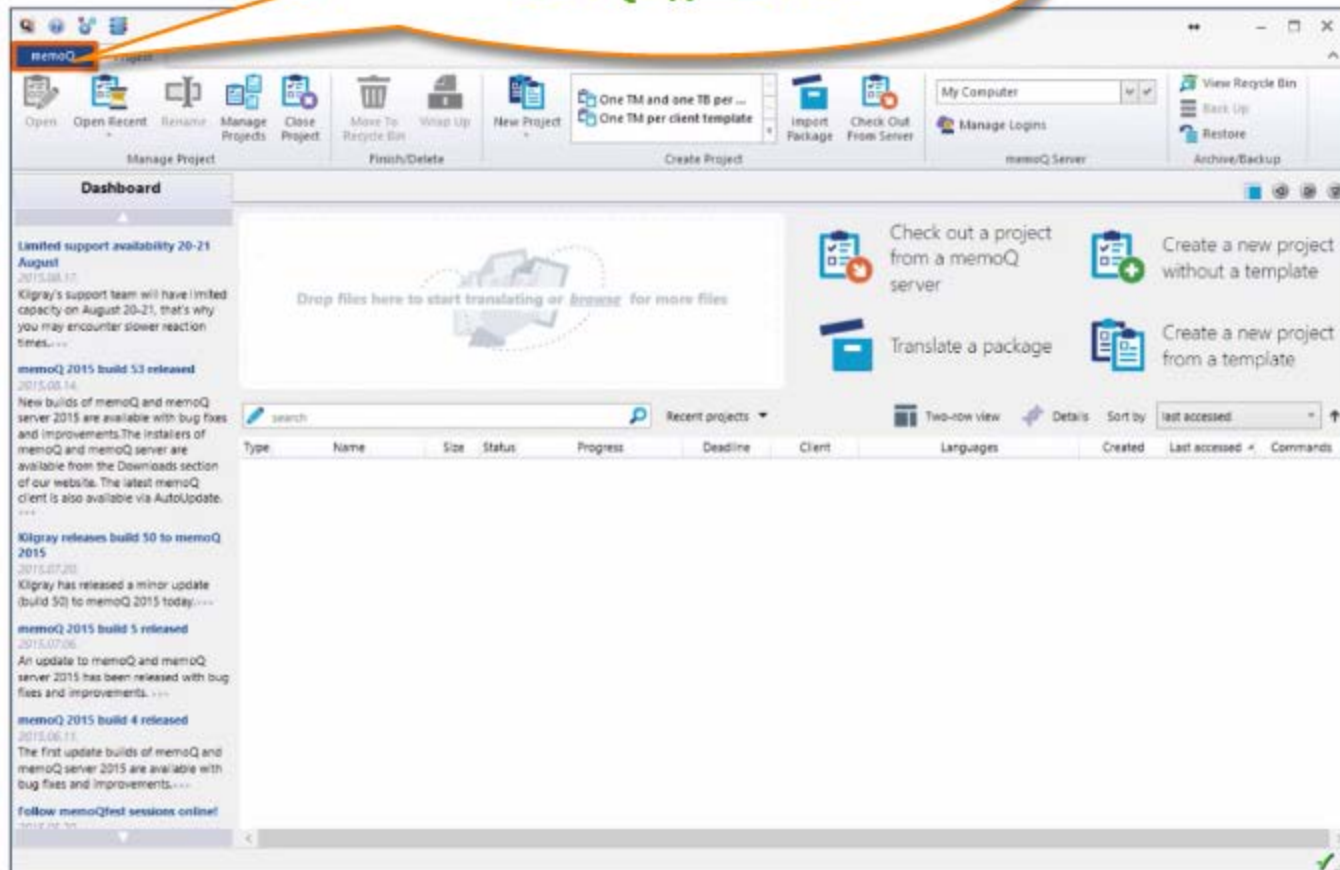
Setting up a memoQ project

قبل البدء بالترجمة في برنامج memoQ، تحتاج إلى إعداد مشروع جديد. حيث يلزمك إدخال المعلومات التالية:

- اسم المشروع، ويمكن حفظه
- مسار المستند الذي ترغب بترجمته
- ذاكرة الترجمة التي ترغب باستخدامها
- قاعدة المصطلحات التي ترغب باستخدامها [إذا أردت]

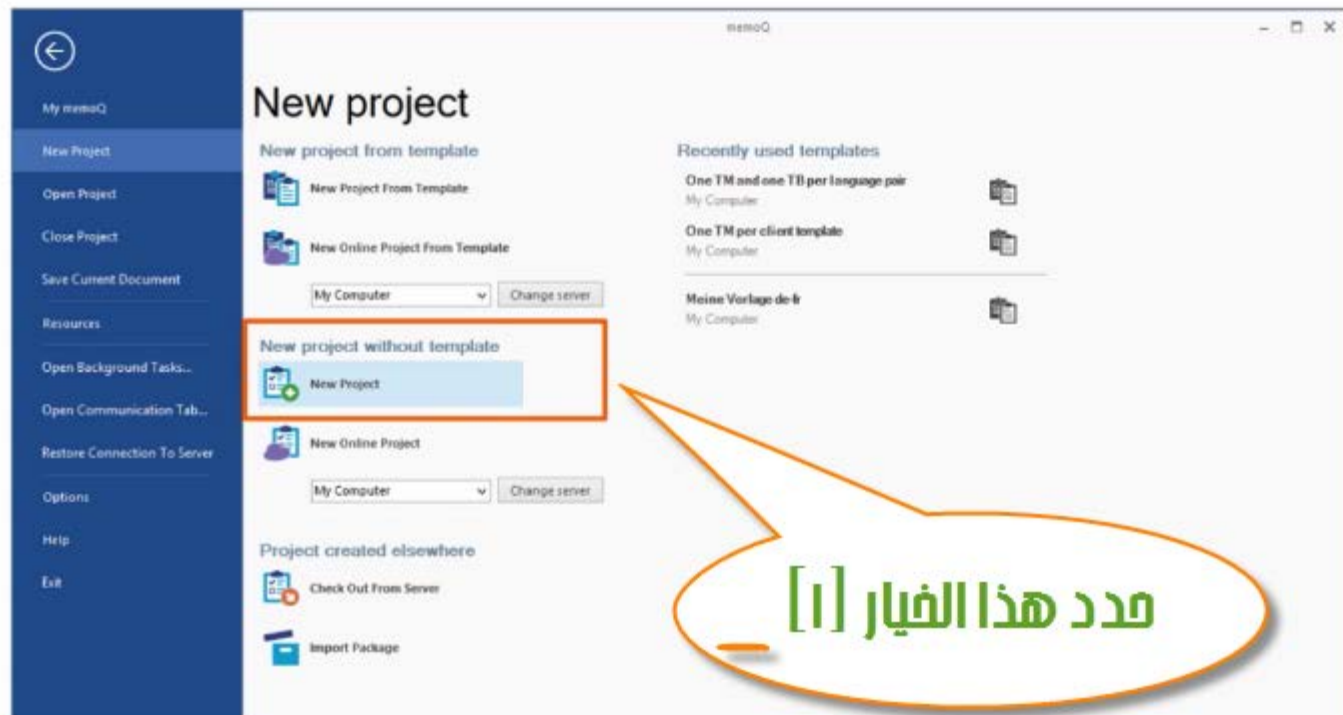
Ways to start the project wizard

لبدء مشروع جديد



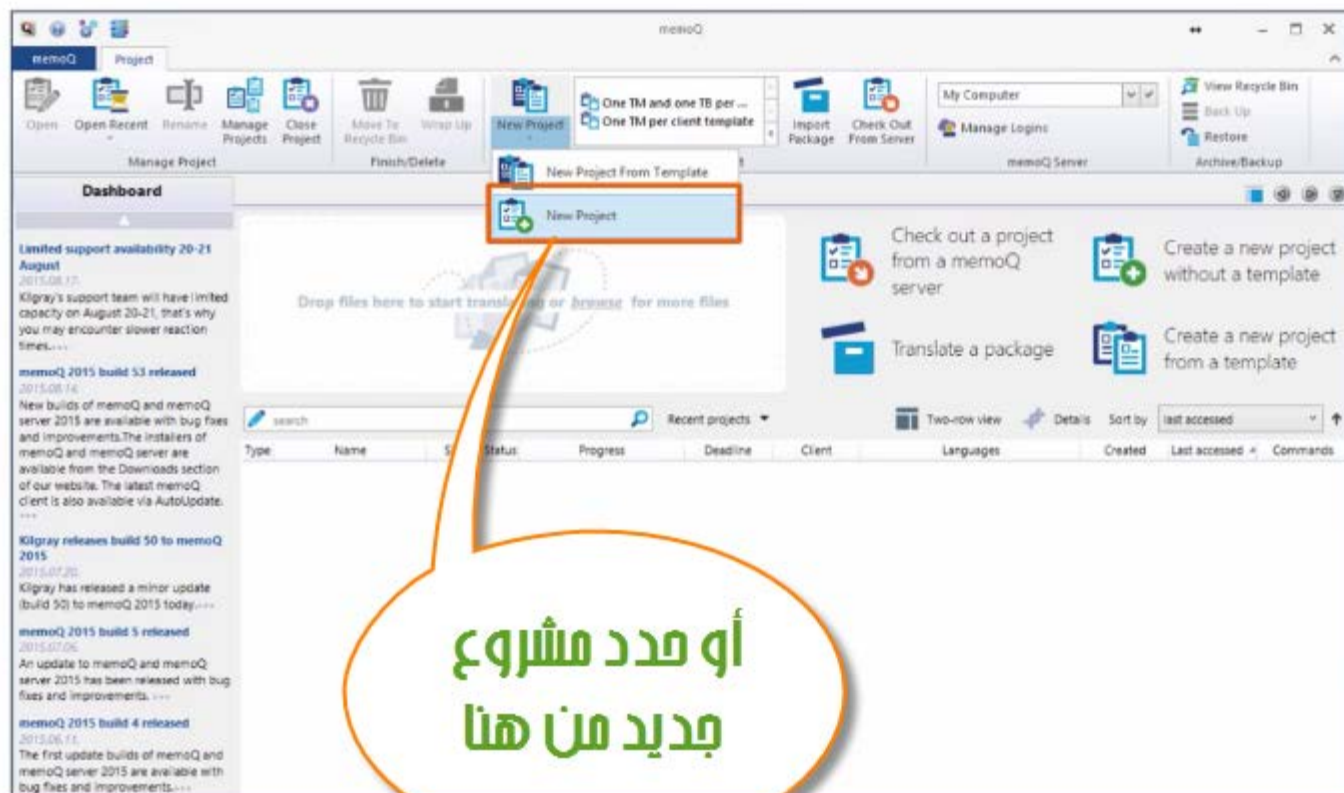
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Ways to start the project wizard



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Ways to start the project wizard



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Project settings

New memoQ project

Project information
Here you can specify the new project's properties: name, source and target language, etc.

Name Client A_project 123

Source language English (United States) **Target language** German (Germany)

Project 123 **Client** Client A

Domain training **Subject** ABC ma...

Description

Project directory C:\memoQ\Projects\Client A_project 123

Created by my user name **Created at** Montag, 31. August 2015

Deadline 31.08.2015 09:54

☒ Record version history for translation documents

☐ Create Language Terminal entry for this project

☐ Connect to a content source

حدد اسم
المشروع
والثنائي
اللغوي الذي
ترغب به

Project settings

New memoQ project

Project information
Here you can specify the new project's properties:
name, source and target language, etc.

Name Client A_project 123

Source language English (United States) **Target language** German (Germany)

Project 123 **Client** Client A

Domain training **Subject** ABC manual

Description

Project directory C:\memoQ\Projects\Client A_project 123

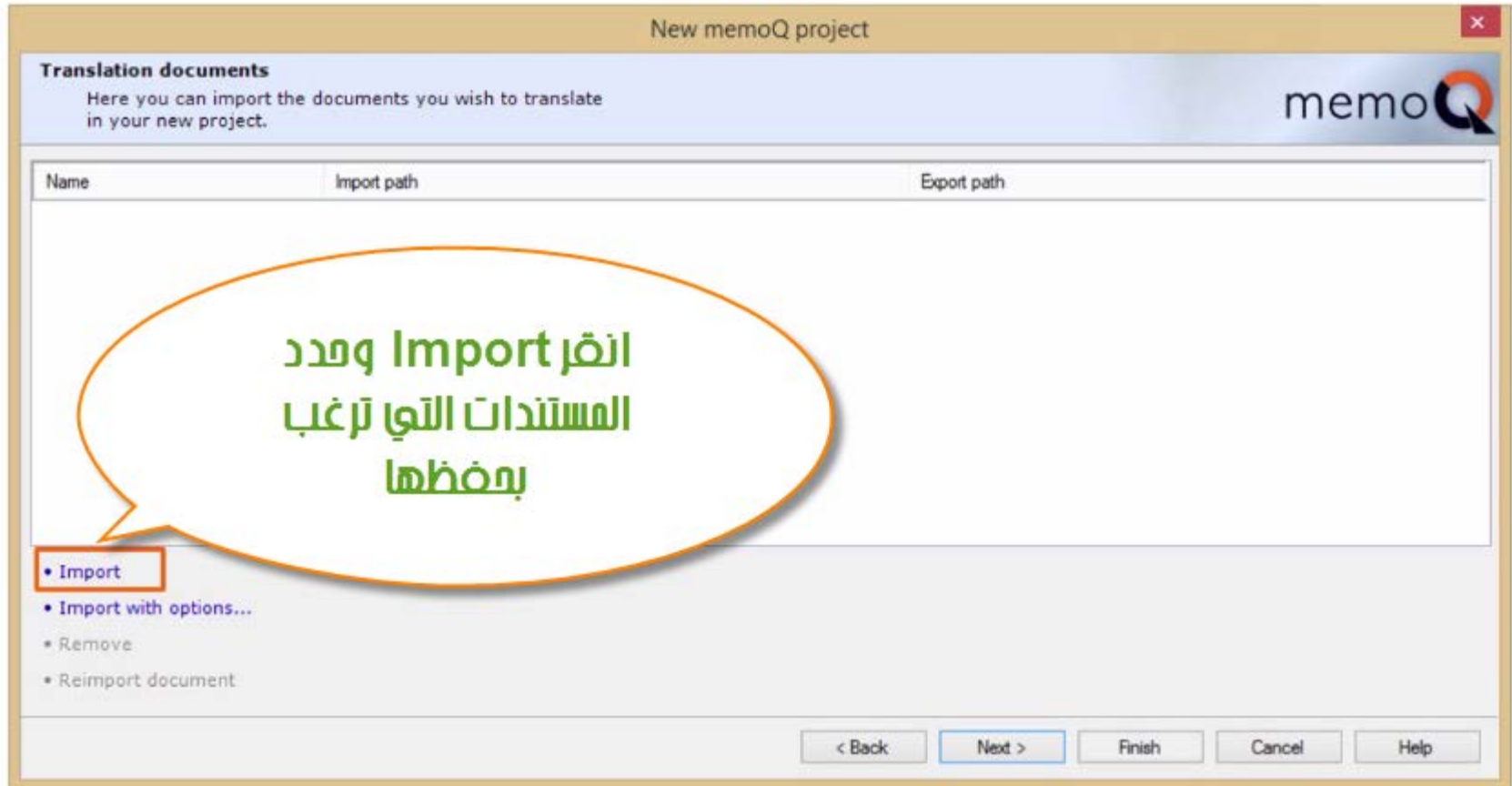
Created by my user name **Created at** Montag, 31. August 2015

Deadline 31.08.2015 09:54

☒ Record version history for translation documents
☐ Create Language Terminal entry for this project
☐ Connect to a content source

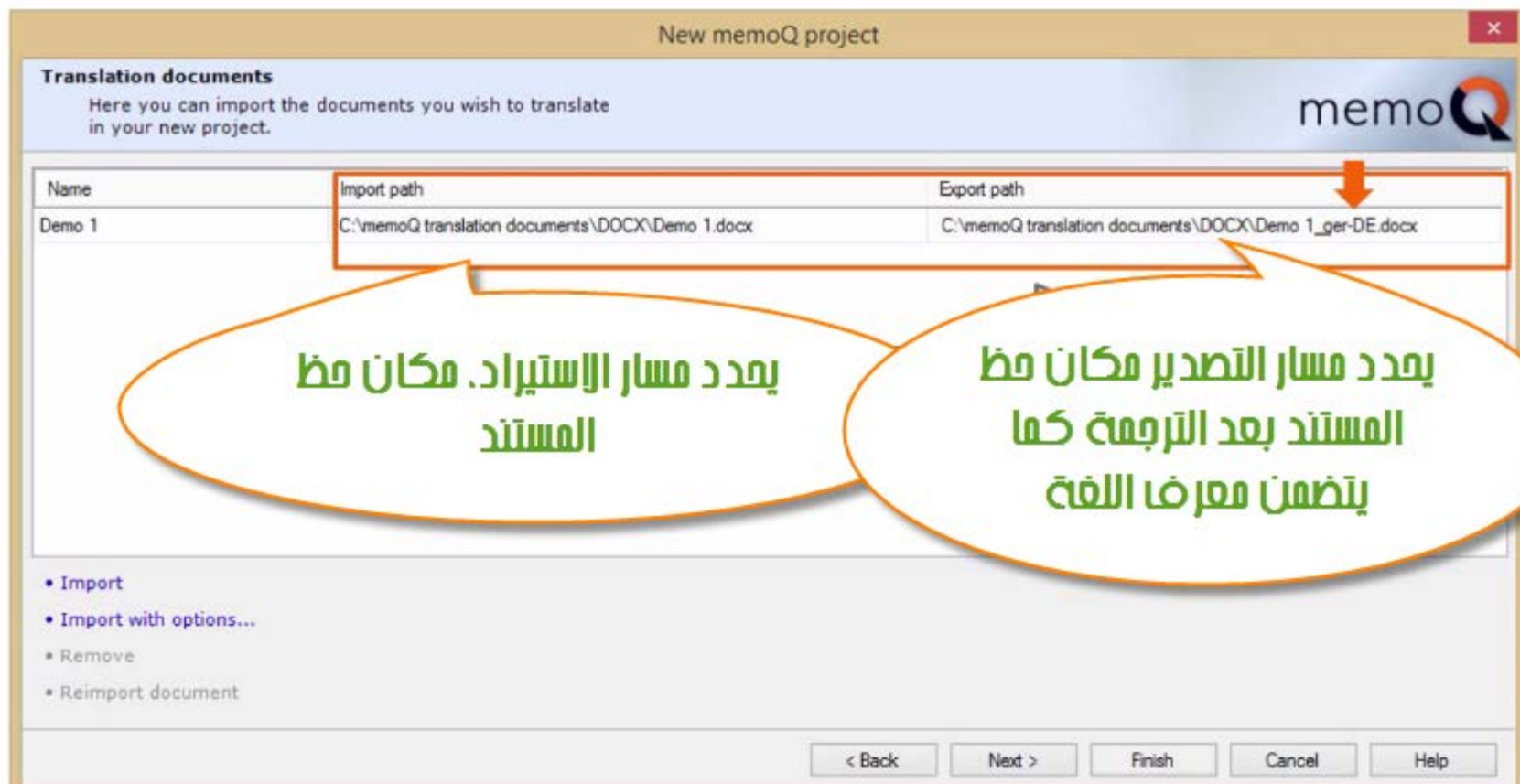
يمكنك
تغيير مسار
المشروع
واسم
المستخدم

Adding your documents for translation



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Adding your documents for translation



Adding/creating TMs

إضافة ذاكرة ترجمة موجودة
بالفعل أو إنشاء ذاكرة ترجمة
جديدة

New memoQ

Translation memories

Here you can add the translation memories you will use in the project, or create new ones.

Type	Name	Path / URL	Source	Target
------	------	------------	--------	--------

- Create/use new
- Properties

Set as working (primary)
Set as master
Use in project
Import from TMX/CSV

Synchronize offline *
Register local *

< Back Next > Finish Cancel Help

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Adding/creating TMs



Adding/creating TMs

أدخل اسم
الذاكرة. كما
يمكنك تغيير
مسار المفظ
ولست بحاجة
لتغيير أي من
الاعدادات
الأخرى

New translation memory

Location
Local resource on this computer

General Custom fields

Translation memory properties

Name Client A

Source language English (United States) Target language German (Germany)

Path C:\ProgramData\MemoQ\Translation Memories\Client A

☐ No context ☒ Simple context ☐ Double context

☐ Allow multiple translations ☒ Allow reverse lookup

☐ Read-only ☒ Store document name

More fuzzy hits
Choose whether you wish to optimize this TM for better recall or faster lookup
Faster lookup

Meta-information

Project 123 Client Client A

Domain training material Subject ABC manual

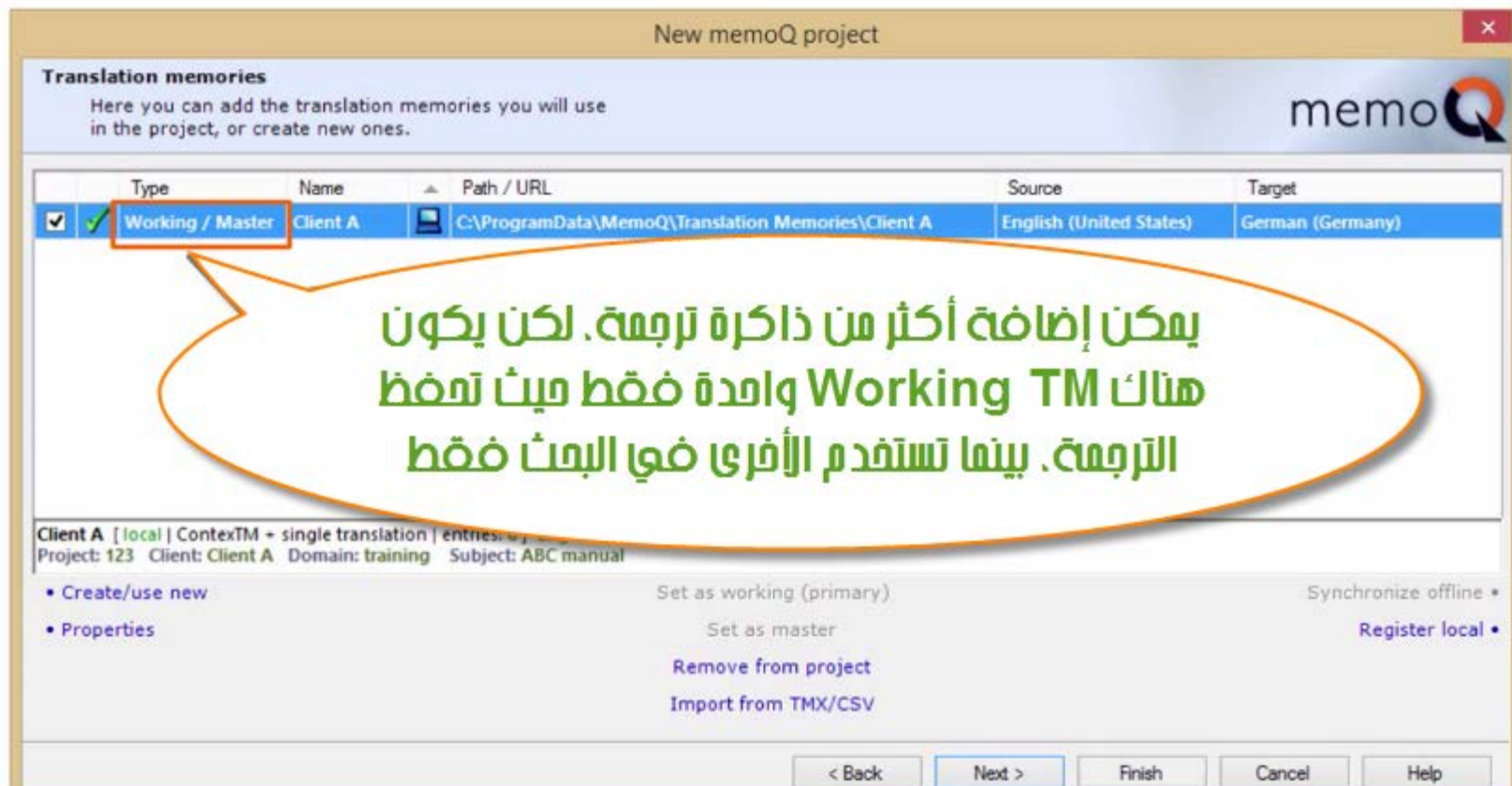
Description

Created by my user name

OK Cancel Help

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Adding/creating TMs



Adding/creating term bases

إضافة / إنشاء قاعدة مصطلحات

Term bases
Here you can add the term bases you will use in the project, or create new ones.

Ranking Name Path / URL Languages

قم بإنشاء قاعدة مصطلحات term base جديدة إذا لم تكن لديك واحدة بالفعل

• Create/use new
• Properties

Set as target for new terms
Raise rank
Lower rank
Use in project
Import terminology

Synchronize offline •
Register local •

< Back Next > Finish Cancel Help

Adding/creating term bases

New term base

Location
Local resource on this computer

Term base properties

Name

Path

Meta-information, behavior

Project Client

Domain Subject

Description

Author ☐ Moderated ☐ Read-only

New term defaults... ☒ Late disclosure

Languages

- ☐ English (Trinidad and Tobago)
- ☐ English (United Kingdom)
- ☒ English (United States)
- ☐ English (Zimbabwe)
- ☐ Esperanto
- ☐ Estonian
- ☐ Farsi
- ☐ Fijian
- ☐ Filipino
- ☐ Finnish
- ☐ Flemish
- ☐ French
- ☐ French (Belgium)
- ☐ French (Canada)
- ☐ French (France)
- ☐ French (Luxembourg)

OK Cancel Help

أدخل اسم قاعدة المصطلحات

تفعيل لغات المشروع تلقائياً لقاعدة المصطلحات

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Adding/creating term bases

New memoQ project

Term bases
Here you can add the term bases you will use in the project, or create new ones.

	Ranking	Name	Path / URL	Languages
<input checked="" type="checkbox"/>	1	Client A	C:\ProgramData\MemoQ\Term Bases\Client ...	English (United States), German (Germany)

يمكن تفعيل أكثر من قاعدة مصطلحات

Client A
Project: 123 Client: Client A Domain: training Subject: ABC manual

Set as target for new terms

Raise rank

Lower rank

Remove from project

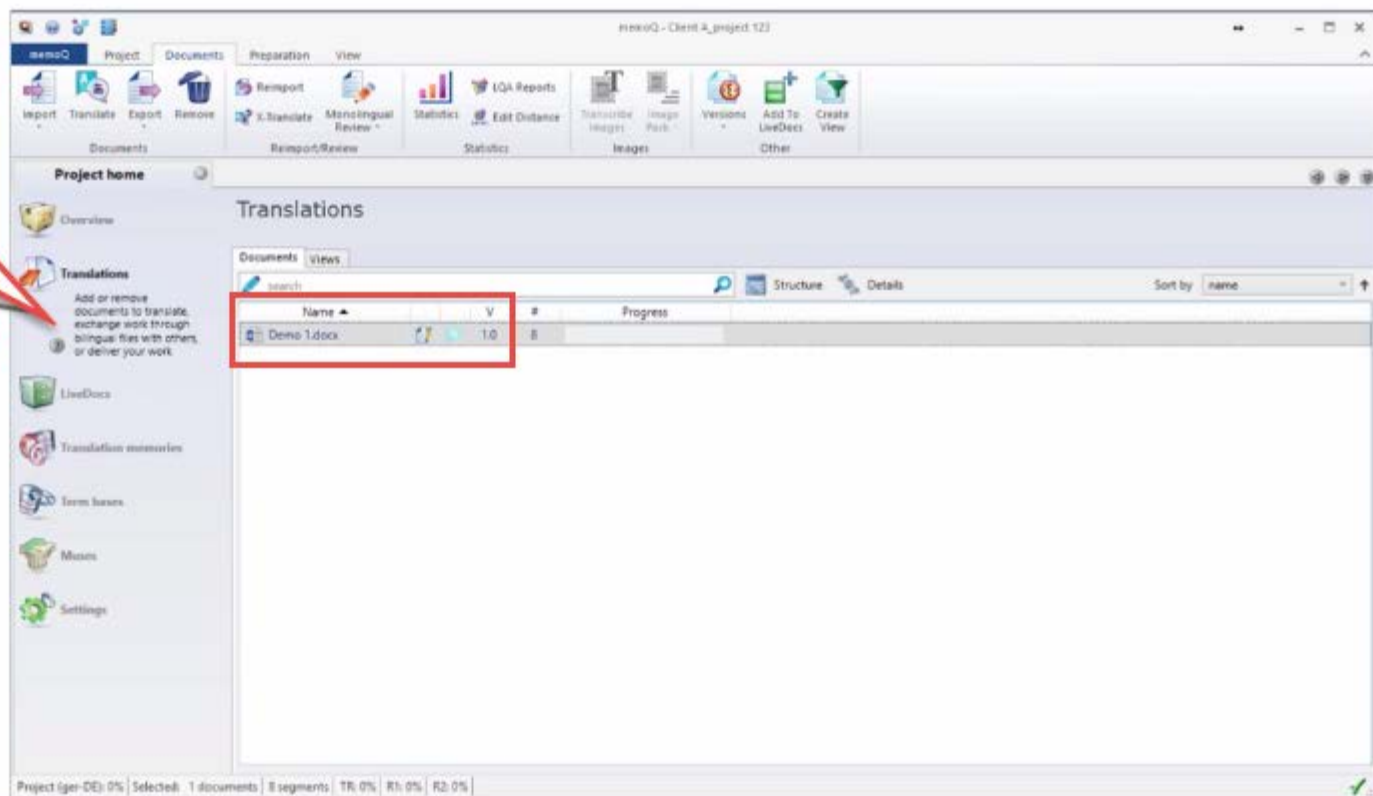
Import terminology

انقر لاختيار مكان حفظ المصطلحات الجديد

للتغيير الترتيب

Navigation within the project

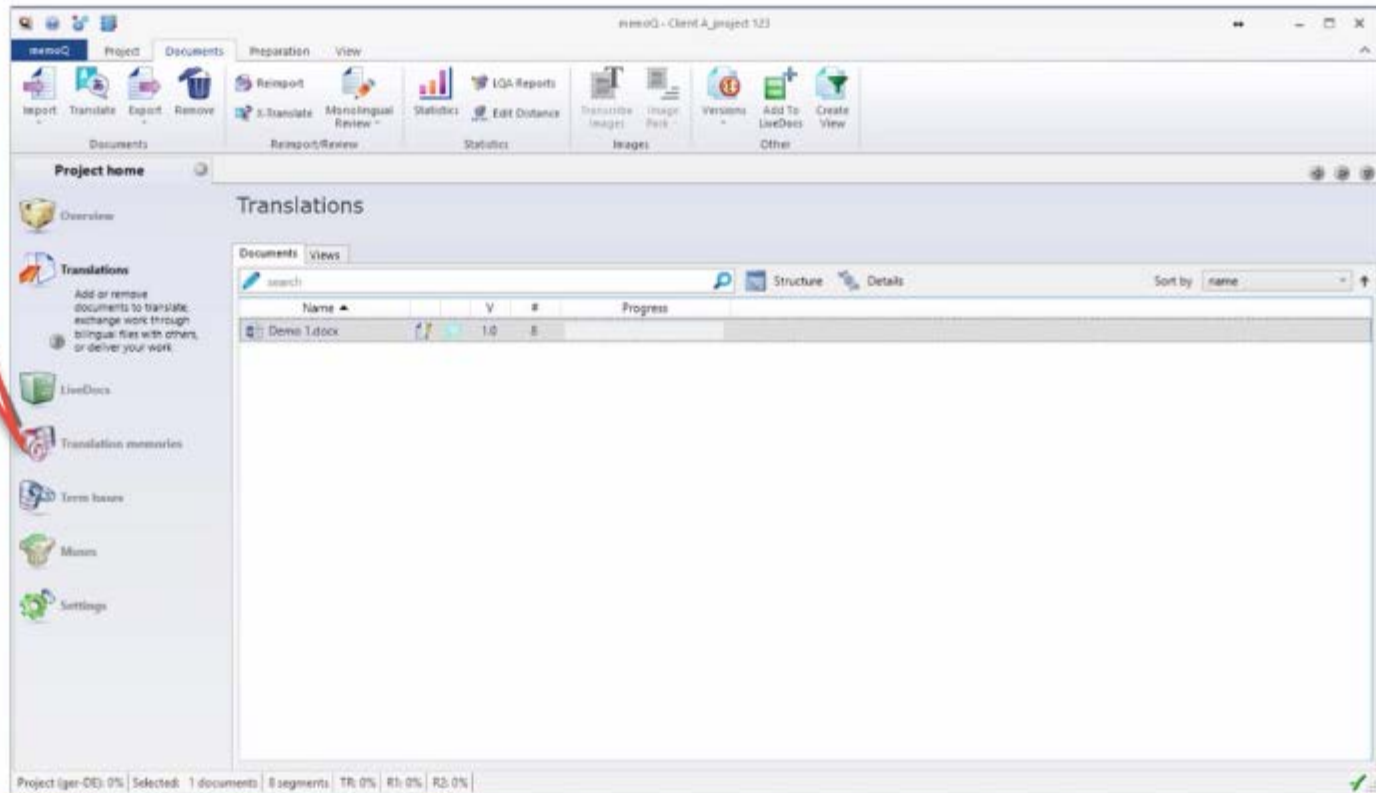
يمكنك من هنا
Translation
مستند للرجوع من
قوائم النقر مرتين فوق
اسمه من القائمة



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Navigation within the project

يمكن من
Translation
memories
ذاكرات جديدة أو
إلغاء المهجورة



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Opening a document for translation

فتح ملف لترجمته

The screenshot shows the memoQ software interface. In the top toolbar, the 'Translate' button is highlighted with a red box. A callout bubble points to it with the text: 'أو انقر فوق Translate من علامة التبويب Documents'. In the main workspace, a document titled 'Demo 1.docx' is listed in the 'Documents' tab. A callout bubble points to it with the text: 'من Translations. حدد المستند الذي ترغب لترجمته وانقر فوقه مرتين'. The interface also shows a sidebar with 'Project home' and 'Translations' sections, and a bottom status bar.

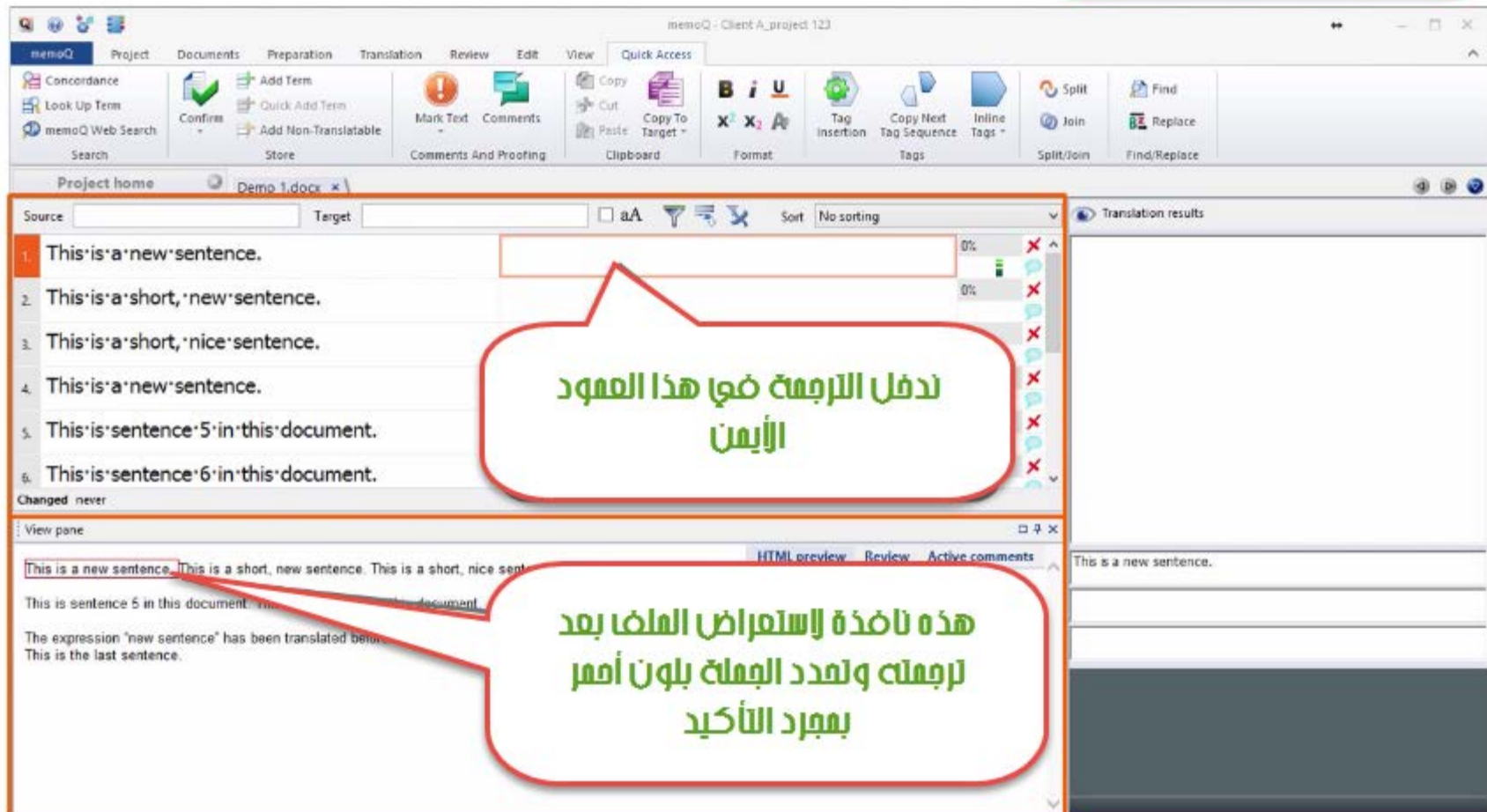
أو انقر فوق
Translate من علامة
التبويب Documents

من Translations. حدد
المستند الذي ترغب لترجمته
وانقر فوقه مرتين

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The translation window

ناخذة الترجمة



Confirming a segment

The screenshot displays the memoQ software interface for a project named 'Client_A_project_123'. The 'Documents' tab is active, showing a list of segments. A red callout box highlights the 'Confirm' button and contains the following Arabic text:

بمجرد الانتهاء، من لرفع المصالح. انقر
فوق الزر Confirm أو اضغط على
CTRL+Enter من لوحة المفاتيح

The interface also shows a list of segments with their status (0% completed) and a translation results panel on the right.

Translation suggestions

The screenshot displays the memoQ software interface for a project named "memoQ - Client A_project 123". The main window shows a list of source sentences in German and their corresponding target sentences in English. A red box highlights the second sentence: "This is a short, new sentence." The right-hand pane shows the translation results for this sentence, indicating a 73% match with the target sentence "Dies ist ein neuer Satz." A red box also highlights the target sentence in the results pane. A red callout box with Arabic text is overlaid on the interface, pointing to the highlighted sentence and its translation results.

Project home Demo 1.docx

Source Target

1. This is a new sentence.

2. This is a short, new sentence.

3. This is a short, nice sentence.

4. This is a new sentence.

5. This is sentence 5 in this document.

6. This is sentence 6 in this document.

Changed never

View pane

Dies ist ein neuer Satz. Dies ist ein neuer Satz.

This is sentence 5 in this document. This is sentence 6 in this document.

The expression 'new sentence' has been translated. This is the last sentence.

Translation results

This is a new sentence. 1 73% Dies ist ein neuer Satz.

This is a short, new sentence.

This is a new sentence.

Dies ist ein neuer Satz.

Pro 123 Client A

Dom training Sub ABC manual

Created 31.08.2015 13:40:00 (my user name/None)

Doc Demo 1.docx

31.08.2015 13:40:00 Client A

my user name 73%

P (ger-DE): 25% D: 25% TR: 2 R1: 0 R2: 0 Ed: 0 Rej: 0

لظهر قائمة النتائج مقدار المطابقة والنتائج. بينما تظهر الواحد الثلاث أدناه. مقدار المطابق من ذاكرة الترجمة وترجمة الجملة من الذاكرة. وتطلب الإملات بالآلهن. حيث يشير الأزرار إلى الكلمات الجديدة

memoQ - Forced Migration Review

memoQ Project Documents Preparation Translation Review Edit View Workflow Quick Access

Concordance Look Up Term memoQ Web Search Search

Add Term Quick Add Term Add Non-Translatable Store

Confirm

Mark Text Comments

Copy Cut Paste Copy To Target

B i U x² x₂ A

Tag Insertion Copy Next Tag Sequence Inline Tags

Split Join Split/Join Find Replace Find/Replace

Project home Translation Editor.docx

Source Target

Sort No sorting

Translation results

1. Translation Editor (1)

2. The translation editor is the main window for translation.

3. Here you will...

4. enter your translations

5. confirm the translations and save them to the translation memory

6. check the translation suggestions from the translation memory

This presentation will show you how to do the

Changed never

View pane

...will

enter your translations •

هناك مجموعة من اختصارات لوحة المفاتيح الهامة

لنسخ المصدر إلى مكان اللغة الهدف اضغط **CTRL+Shift+S**
لأكيد الجملة والانتقال إلى الجملة التالية **CTRL+Enter**
للبحث في ذاكرة الترجمة **CTRL+K**
إضافة مصطلح سريع إلى قاعدة المصطلحات مدده في المصدر والهدف واضغط **CTRL+Q**

memoQ - Forced Migration Review

memoQ Project Documents Preparation Translation Review Edit View Workflow Quick Access

Concordance

Settings

Text Concordance 0.11 sec

☒ Put selected text in quotes ☐ Case sensitive

☒ Add wildcards to selected text ☐ Numeric equivalence

☐ Search in target ☐ Guess translation

Filter target Limit 128 Total hits 0

☐ Three-column view ☒ Source + target

Source	Target	Meta-information
<p>1. Translation·Editor·(1)</p> <p>2. The·translation·editor·is·the·main·win translation.</p> <p>3. Here·you·will...</p> <p>4. enter·your·translations</p> <p>5. confirm·the·translations·and·save·ther memory</p> <p>6. check·the·translation·suggestions·from memory</p> <p>7. This·presentation·will·show·you·how·</p> <p>Changed never</p>		

☒ Close dialog on insert

Insert selected Insert Close Help

...Will

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Export the translated document

تصدير المستند المترجم

memoQ - Client A_project 123

Project Documents Preparation Translation Review Edit View Quick Access

Import Translate **Export** Remove Reimport X-Translate Monolingual Review Statistics LQA Reports Edit Distance Transcribe Images Versions Add To LiveDocs Create View

Documents Reimport/Review Statistics Images Other

Project home Export
Specify options for saving the selected translated documents, like their location, file name, etc. to save in a bilingual file format.

Source

4. This is a new sentence.
5. This is sentence 5 in this document.
6. This is sentence 6 in this document.
7. The expression "new sentence" has been translated before.
8. This is the last sentence.

Changed my user name 31.08.2015 14:59

View pane

Dies ist ein neuer Satz. Dies ist ein kurzer, neuer Satz. Dies ist ein kurzer, netter Satz. Dies ist ein neuer Satz.
Dies ist Satz 5 im Dokument. Dies ist Satz 6 im Dokument.
Der Ausdruck "neuer Satz" wurde schon übersetzt.
Dies ist der letzte Satz

0 m 9 s

Sort No sorting

Translation results

This is the last sentence. 100% Dies ist der letzte Satz.

This is the last sentence.
This is the last sentence.
Dies ist der letzte Satz.

Pro 123 Client A
Dom training Sub ABC manual

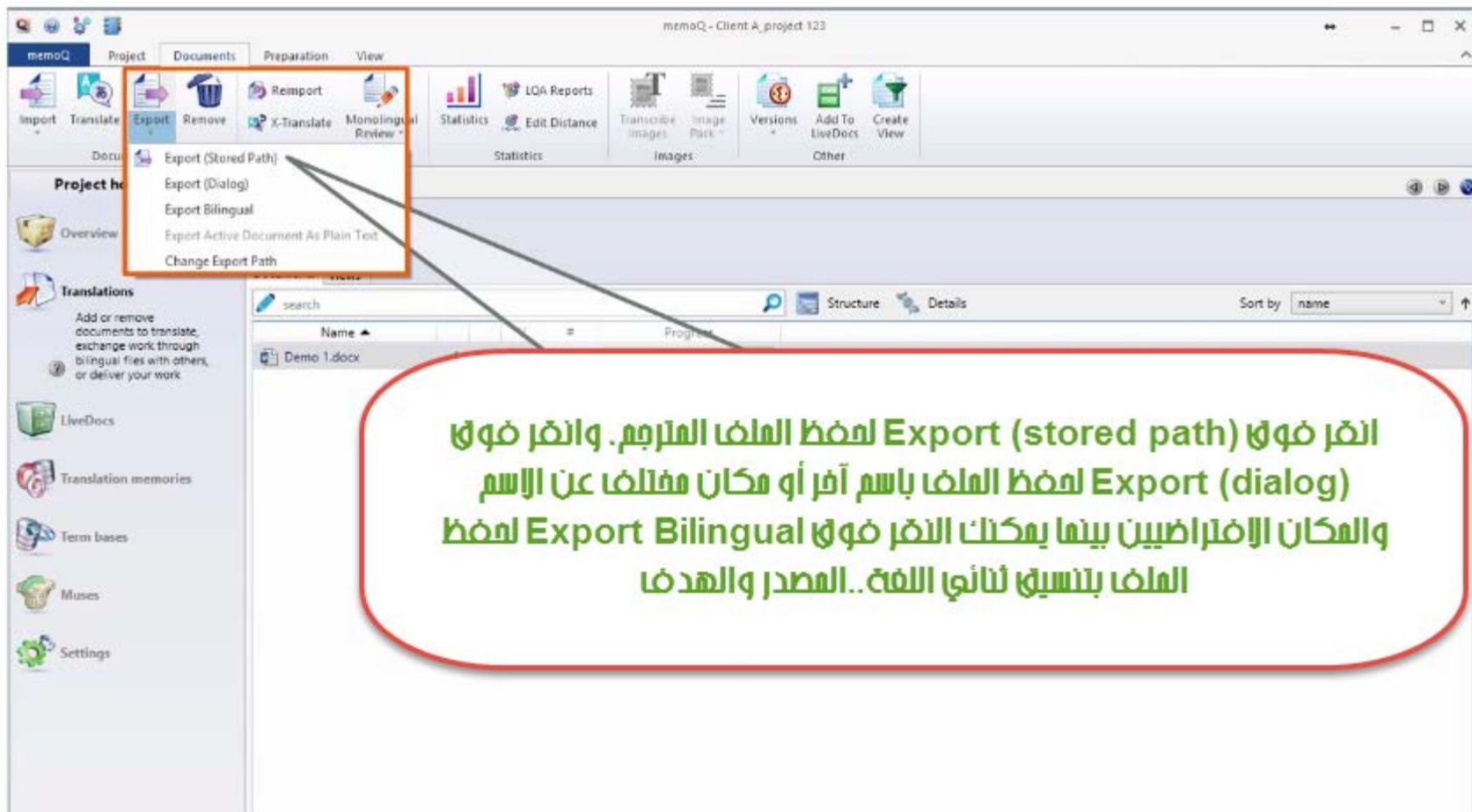
Created 31.08.2015 14:59:47 (my user name)None
Doc Demo 1.docx
31.08.2015 14:59:47 Client A

my user name | 101%

لمنح الملف النهائي بعد الترجمة
وتصديره. اضغط Export

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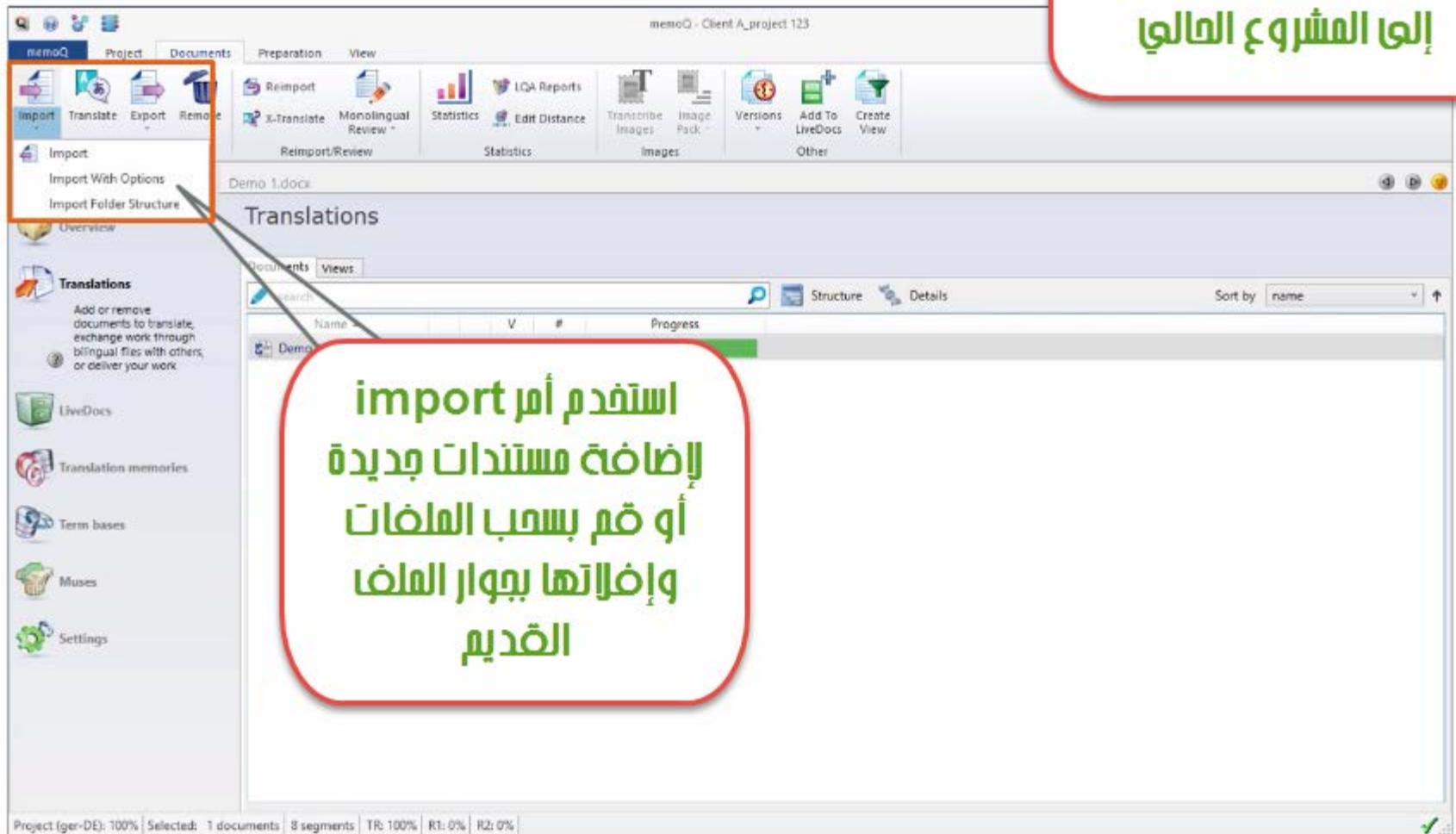
Project home – export documents



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Adding more documents for translation

إضافة مستند أو أكثر
إلى المشروع الحالي



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Running statistics

معرفة عدد الكلمات
الجديدة والمكررة

Project home

Overview

Translations

Add or remove documents to translate, exchange work through bilingual files with others, or deliver your work

LiveDocs

Translation memories

Term bases

Muses

Settings

Translations

Documents Views

search

Structure Details

Sort by name

Name	V	#	Progress
Demo 1.docx	✓	1.0	8
Demo 2.docx		1.0	10

Project (ger-DE): 44% | Selected: 1 documents | 10 segments | TR: 0% | R1: 0% | R2: 0%

لمعرفة عدد الكلمات
الجديدة والمكررة انقر
فوق الزر Statistics

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Running statistics

The screenshot shows the memoQ software interface. The 'Documents' tab is active, displaying a list of documents. A right-click context menu is open over the 'Demo 1.docx' document. The 'Statistics' option is highlighted in the menu. A red callout box points to the 'Statistics' icon in the top toolbar. Another red callout box points to the 'Statistics' option in the context menu. A third red callout box points to the 'Statistics' option in the 'Tasks' submenu.

Project home: Demo 1.docx

Translations

Documents | Views

search

Sort by: name

Name	V	#	Progress
Demo 1.docx	✓	1.0	8
Demo 2.docx	✓	1.0	10

Open For Translation

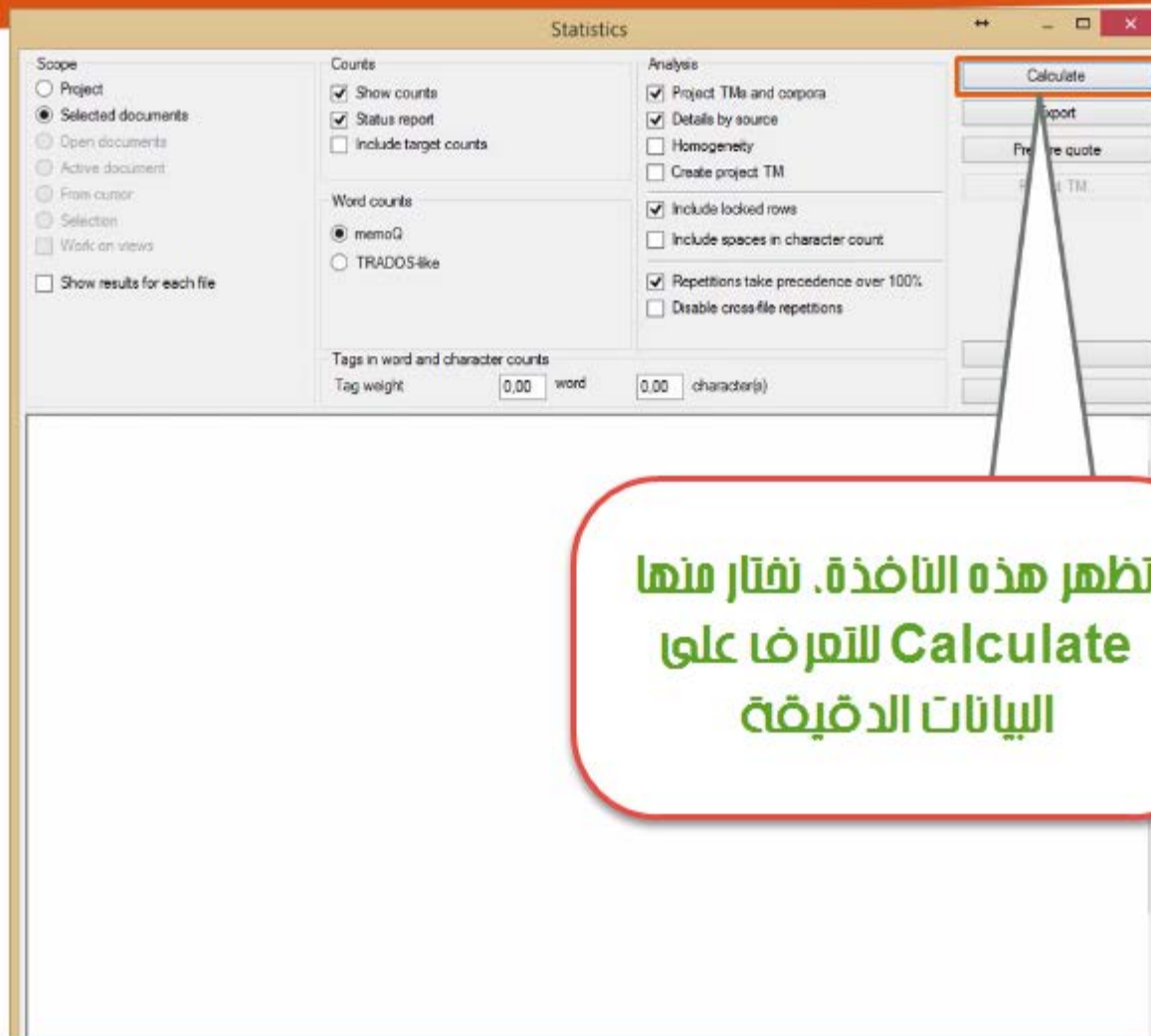
- View/Edit Document Comments
- Import
 - Import With Options...
 - Import Folder Structure
- Export
- Images
- Remove
- Reimport...
- Import Reviewed Document
- Tasks
 - Statistics
 - Pre-Translate...
 - Run QA...
- History/Reports...
- Create Snapshot...
- Add To LiveDocs
- Create View
- Enable Preview For Translations
- Import Embedded Objects
- Base Progress On

Project (ger-DE): 44% | Selected: 1 documents | 10 segments | TR: 0% | R1: 0% | R2: 0%

يمكنك استخدام هذه الطريقة

أو الطريقة البديل من خلال النقر بزر الماوس الأيمن واختيار Statistics ثم tasks

The statistics dialog



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